

COMMISSIONERS APPROVAL

GRANDSTAFF Cg

ROKOSCH

THOMPSON at

CHILCOTT gc

DRISCOLL KC-D

PLETTENBERG (Clerk & Recorder)

Members Present..... Commissioner James Rokosch,
Commissioner Alan Thompson, Commissioner Greg Chilcott and Commissioner
Kathleen Driscoll

Date.....February 27, 2008

Minutes: Beth Perkins

► The Board met with Jim Morton for a letter of support for Sapphire Community Health Center. Commissioner Rokosch was not present for this meeting.

Commissioner Chilcott made a motion to sign a letter of support for Sapphire Community Health Center. Commissioner Driscoll seconded the motion, all voted 'aye'.

► The Board met with Corey Johnson for a letter of support for USDA Guaranteed Grant for T-Fuel Corvallis.

Commissioner Chilcott made a motion to sign a letter of support for USDA Guaranteed Grant for manufacturing algae based Bio-diesel facility in Corvallis. Commissioner Rokosch seconded the motion.

Corey explained it is ethanol and diesel with an algae base. It will be grown under one roof. There would be two buildings in the size of 20,000 and 33,000 square feet. He stated the market of bio-diesel is in high demand at the moment. **All voted 'aye'.**

Minutes: Glenda Wiles

► The Board met for discussion and decision on a Resolution to rescind and withdraw the county's interest in two 2005 Joint Resolutions by Ravalli County and the City of Hamilton entered into for the purpose of creating special improvement districts No. 20 and 20-B. **Commissioner Chilcott made a motion to adopt Resolution No. 2262**

which rescinds the original Resolution of a joint Resolution with the City of Hamilton. Commissioner Thompson seconded the motion and all voted "aye". Commissioner Rokosch was not present for this meeting.

► The Board met with Administrative Director/Human Resource Director Skip Rosenthal in regard to various Administrative Office issues. Also present was County Attorney George Corn, Deputy County Attorney Karen Mahar, Internal Auditor Klarryse Murphy, Accounting Supervisor Jana Exner and Accountant Verona Stromberg. Skip indicated his last day of employment will be March 16th and he wants to review some of his current responsibilities and his actual job description. Skip stated he has visited with his staff, other counties, and MACo Attorney Jack Holstrom in regard to the responsibilities of the office. Skip stated the Human Resource Director position is the most important part of his job. He stated it is important to cover this position well. The other part of his job is various administrative matters and housing the grants.

Skip stated money and space is tight in this county and he would like to see the office continue in the manner that it has. He stated the staff operates on 2 and ¼ positions which he feels is 'pretty lean'. He stated the budget of his office has actually been reduced since he arrived in 2001. He is suggesting they hire a Human Resource Officer which will include participation in the Salary Compensation Board. He suggested Jana be utilized as a 'Comptroller' whereby she would have a more formalized job description for analysis and budget balances. Klarryse stated accountants have a general ledger function, whereas a Comptroller actually fits what Jana is currently doing. Jana would then become directly accountable to the Commissioners. Skip stated he looked at utilizing a Fiscal Director, but the Commissioners would need to relinquish much of their fiscal responsibility.

Skip also noted Verona is ¾ time and in reviewing her responsibilities, she handles not only the claims but has a thorough understanding of the payroll, job classifications etc. for the employees. Verona also has knowledge of the insurance issues. He stated Verona is on a step and grade and her position should be considered a professional position such as a Human Resource Specialist, being responsible to the Human Resource Director.

Commissioner Thompson stated he perceives a total change in this office and the Board will need to review the cost of those changes. Skip stated the first thing the Commissioners need to do is decide what kind of position they are going to advertise for.

Skip presented a salary proposal for four months which would include increasing Jana and Verona's position, plus hiring a Human Resource Director.

Skip then gave a recap of his other job functions which include the CTEP (projects) which should and could be placed within the planning office. He stated he has visited with Planning Director Karen Hughes about this responsibility.

In regard to WIC and Peer Counseling, he has visited with WIC Director Jackie Cennis and she is willing to handle this work.

In regard to the contracts his office handles such as Riverfront and Hamilton Players, these are simply a matter of paying the claims and renegotiating the contract. Those items are something the Commissioners staff currently does and could easily take over.

Performance Contract with Johnson Controls; they have a project manager and that manager should work directly with the Commissioners.

Commissioner Rokosch stated he would like to see some tighter policies in regard to personnel action forms. Commissioner Chilcott stated if it was up to him he would like to advertise for a Human Resource Director within the salary range noted in his schedule presented today.

Skip also noted he will have the ability to assist the county in their transition when the new person is hired. He stated he could be hired on a part time, hourly, or as needed basis temporarily.

George stated Skip's office interacts with his Office on numerous issues. He observes this administrative office is understaffed and it has not grown with the growth of the county. He stated the Commissioners need to come up with a good systematic plan before moving forward with the responsibilities of this office. Deputy County Attorney Karen Mahar will assist in this transition, particularly when they work with the MACo Attorney.

Karen stated if the Commissioners would like her to assist in the selection process of a new Human Resource Director, she would be happy to because this position is important and crucial due to the liability and litigation issues. Karen stated it is important for this position to be a personnel advocate and the person will handle issues that should not escalate into bigger problems. The Personnel Office is one of the most important offices due to the issues of Employees. She stated her office is busy and they do not have time to baby sit the personnel issues.

Commissioner Thompson stated there are some areas they can delegate authority and this office might be the place to delegate. He stated it is important to follow the policies. Karen stated policies are important and it is an area that can be delegated because policies exist. Commissioner Chilcott stated through their powers, and having more Commissioners, they could assume or absorb some of these duties. Commissioner Driscoll stated these administrative positions entail education and expertise.

Skip stated the HR function is primary and they need to hire someone who is up to speed. He also encouraged the Commissioners to have a separate office for the administrative issues.

Commissioner Chilcott made a motion to advertise for a Human Resource Director with a salary range of \$45-50,000 per year. Commissioner Driscoll seconded the motion. Discussion: Commissioner Rokosch suggested they also look at the HR

Assistant and Comptroller positions as Skip has suggested. All voted "aye".
Another meeting will be held on March 3rd at 10:00 a.m. to discuss the Comptroller and Assistant positions.

► In other business the Board met with Planners Shaun Morrell and Randy Fifrick in regard to the confirming the core membership for the Florence CPC. (See attached Florence CPC Meeting Minute Summary from January 31st). Randy stated the following individuals have been selected to serve as the committee's Core Members:

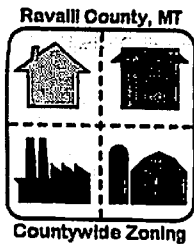
- Ron Stoltz, John Cupua, Dick Martin, Suzi Kimzey, Candace Jerke, Maia Pyron, John Capua and Brett Bandow.

Commissioner Chilcott made a motion to appoint these individuals as the Florence CPC members as set forth under their rules. Commissioner Driscoll seconded the motion and all voted "aye".

Florence CPC Meeting Summary

Discussions and decisions made at Florence CPC meeting held January 31, 2008

- Everyone agreed that the workshop went pretty well. No one had any questions or comments.
- The Homeowners Association subcommittee has been working on compiling a list of names and making some contacts. They will continue to collect names, make contacts and look for opportunities to educate.
- The group talked about electing core members and what their role would be. It was decided by consensus that the core group would be a contact point for the citizens of Florence and provide leadership for the group. If a decision cannot be reached by a consensus of the people present at the meeting, the core will **not** be voting as a way to resolve the situation. The following is a list of core members that were agreed to by a consensus of CPC members present:
 - Suzi Kimzey
 - Maia Pyron
 - Candi Jerke
 - Ron Stoltz
 - Brett Bandow
 - Dick Martin
 - John Capua
- The group talked about how they want to make their comments about the draft regulations and Clarions diagnosis. It was agreed that everyone would review the materials and send their answers of the ten questions to a subcommittee of Bob McCormick, Ron Stoltz, and Candi Jerke by February 6th (Zoning Values Mapping Workshop). That group will meet, probably on the 7th, and compile the responses they receive in to one copy. At the February 14th CPC meeting we will spend some time reviewing the responses and adding anything that needs to be added and send it to Clarion.
- Randy handed out flyers for the upcoming workshop, updated meeting schedules, and hub site request forms. The group talked about ideas of getting more participation and involvement from the community. Ideas included writing letters to the local papers, getting a sticker on the front of the Ravalli Republic, sending postcards to everyone, getting more hub sites set up, and spending time around the community handing out brochures. Randy will look into what money is available from the county to help with the public involvement.
- The group brainstormed possible additional meeting locations, especially for when the group grows. Some ideas included other rooms in the school, the Florence-Carlton Community Church and the Dayspring Church.
- Randy gave a quick update with the upcoming meeting schedule.



Community Planning Committee

Request for Official Recognition of Core Membership

The Florence Community Planning Committee met on 1/31/08 and
(Planning Area) (Date)

selected the following individuals to serve as the committee's Core members:

Ron Stoltz MAIA BYRON BRETT BANDOW
JOHN CAPUA Candace Jerke
DICK MARTIN SUZIE KIMZEY

The following CPC members (Core and Satellite) were present during the selection of the above

Core members and, by signing below, affirm that the selection process was fair and open:

Printed Name	Signature	Printed Name	Signature
<u>Ron Stoltz</u>	<u>[Signature]</u>	<u>Jill Clapperton</u>	<u>[Signature]</u>
<u>John Capua</u>	<u>John Capua</u>		
<u>Dick Martin</u>			
<u>Tim Burr</u>	<u>[Signature]</u>		
<u>Elaine Burr</u>	<u>[Signature]</u>		
<u>MAIA BYRON</u>	<u>[Signature]</u>		
<u>Candi Jerke</u>	<u>Candi Jerke</u>		
<u>SUZIE KIMZEY</u>	<u>Suzie Kimzey</u>		
<u>Bon Hillcross</u>	<u>[Signature]</u>		
<u>BRETT BANDOW</u>	<u>[Signature]</u>		